

## Weekly Update

Week of February 20, 2017

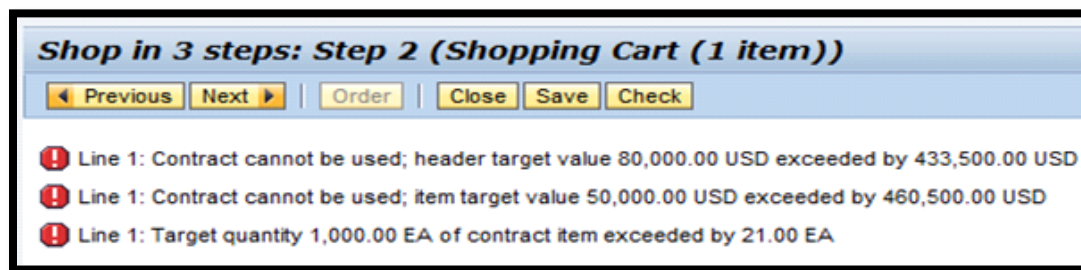
**Subject:** Guidance on Hard Stop Messages on Contracts

**Audience:** MM Directors, Shopping Cart Creators, Contract Owners

*The SCEIS Team encourages all agencies to share the following information, regarding the upcoming hard stop message on contracts, with Shopping Cart Creators and Contract Owners. This provides details on how contract owners can avoid the hard shop message.*

Coming soon, all contracts will have a **hard stop message instead of a warning message** when the *Target Quantity* or *Target Value* of a line item is exceeded. The hard stop message is standard SAP functionality and will result in more accurate contract usage and reporting.

Shopping Cart Creators will get one of the hard stop error messages shown below when trying to create a Shopping Cart against a Contract that is not created correctly in SCEIS.



To avoid having the Shopping Cart Creators in their agency receive Hard Stop Messages when creating a shopping cart against a contract that is set up incorrectly, Contract Owners should:

- Review all active contracts
  - **Quantity and Target Value on each line item should support the contract item** for the term of the contract: Quantity and Target Value apply to item category set to Normal and Target Value applies to Product Category.
- Take corrective action
  - **Normal Item Category** contracts must have:
    - A **Specific Quantity, Price and Target Value for each line item** to support the term of the contract. If the line item Quantity or Target Value is exceeded, the Shopping Cart Creator will get a **Hard Stop** when selecting the contract.
  - **Product Category** contracts must have:
    - A **Specific Target Value for each line item** to support the term of the contract. If the line item Target Value is exceeded, the Shopping Cart Creator will get a **Hard Stop** when selecting the contract.

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If there are questions on how to correct contracts and avoid the upcoming hard stop messages, submit a SCEIS Help Desk ticket. Also, a new BW Query, Purchase Order by Contract, is available that may be of assistance and can be found at:

[http://sceis.sc.gov/documents/20170130--weekly\\_Update\\_Announcement\\_New\\_BW\\_Query.pdf](http://sceis.sc.gov/documents/20170130--weekly_Update_Announcement_New_BW_Query.pdf)

When the hard stop messages are ready to be implemented, a communication will be sent out with more detailed instructions on how to manage contracts.

If you have any questions or concerns, please contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.